

GENERAL AND REVENUE SECRETARIAT.

(EAL)

NOTES.

File No.

435

FILE HEADING.

Audit of the Office of the Super, Govt Printing.

From

No.	Dated		Received
Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P.T.O.

NOTES—First Sheet.

File No. 435 of 1919.20.

Serial
No.

D. 458

A draft to the Suptd of Govt Printing & Stationery Dept intimating that the two offices would be taken up for audit is subd for approval.

24.9.19

2 NY
24/9

(No 696 & 26-9-19 issued)

3 In accordance with the Approved programme, one of the Auditors has been examining the

records & registers of the Govt Press (other than accounts). I have asked him to examine the work specially with reference to the time taken for various kinds of work - especially letter ^{printing} work - some of which is badly in arrears in the Press. The supply of forms is another matter which has given rise to complaint. In addition to these & the work of the office is general any other items which the Chief Secy may deem necessary will be specially exd. For favour of instructions.

4. 1st member

28/10.

15/13

P. 7.0

WD A 1789-GPB-60,000-20.8.19-S.

The progress in the work of standardisation of forms will be exd when the Stationery Dept is taken up -

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2819-24,
29.10.19

5. The routine audit may be gone
this in the usual course.

It seems to me that if the E.A. officer
would have a talk with the Supt. of
Post & Telegraphs hereafter, if need be, in the
presence of the Chief Secy, & an agreement
come to as regards any improvement
proposed, it would facilitate despatch
of business. I ^{shall be} quite prepared to take
part in it myself later - i.e. after the
preliminaries have been talked over - if
it is required or considered necessary.

Recd.
31.10.19.

3/4

6. Note on the audit of the office is subd
Kf.
7.11.19

7. The ^{usual} summary of suggestions has been added
~~within the~~ and since the beginning.

8. Draft of a d.o. letter to the Suptd
forwarding the Note with some addl sug-
gestions is subd as ~~directed~~ instructed.

19/4/20. 9. 18/11/20

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Serial
No.1254

2

To the Secy, Govt Printing.

D.O. No 1994 of 20. 4. 1920.

Forward, with certain observations,
the Audit Note of this Office drawn up by
the Auditor Mr K. Sundar Rao.

10. Submitted for perusal.

JMK

24. 4. 1920.

~~1000~~
Chetty

Pro
24-4-20.

11 For perusal

1st member

12. Staff may be awarded 30% (20%
4
30-4-20

378

30/4/20

13 EAB
Submit with repls
succeeded

Pro
7-5-20

3

To the Secy, Govt Printing.

102786 of 4. 5. 1920.

Subs Copies of this Office orders on the
Summary of Suggestions contained
in the Audit Note states that the Office
hours have been changed ^{from 1-5-1920} to 8 AM to 5.30 PM
with an interval of one and half hours for
the midday meal and recommending
that in lieu of overtime allowance, the sa-
laries of all, including officers, on the fixed
Establishment may be raised by 33 1/3 %.

14. Subd for orders.

JMK

15. The point for orders is

7.5.1920

E.A.

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6 4
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whether and what increases in pay may be sanctioned to the officers and the staff on monthly rate of pay in view of the increased hours of work. The hours of work will be 8 from this month instead of 6 as heretofore. The piece work staff is not affected by this.

Pt S Branch)
for further action

7-5-20.

16. If the proposals made by the Superintendent were to be accepted, the extra cost involved will be Rs. $\frac{1}{3} (2835\frac{1}{2}) \times 12$ or Rs. 11,342 per annum for the establishment alone.

17. The quantity of work turned out on the existing machinery will be increased by a third, and the work now sent to Private presses should be expected to be done in the Govt Press alone; and in which case separate allotment (viz - Rs 11,000 in the current year's budget) will be unnecessary. Including the Rs 4,500 under 'Over time' which the Supdt

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says will not be required in case his proposals are accepted, the amount available will be roughly Rs 15,000.

The increase for the several officers of the Press has not been taken into consideration. 18. As it is a question of a permanent increase in the pay which will materially affect the quantity of work turned out when some ~~are~~ ~~on leave~~ will always be absent on leave, it is a point for consideration whether a 20% increase will not be enough instead of $33\frac{1}{3}\%$ as proposed by the Supdt.

Financial Dept will also have to be consulted.

13 19. What about the Branch Press 7.5.20. at Mysore. Are not the hours of work changed there? If so, what would be the addl. cost?

Subd.
21.

The present reference relates only to the Govt Press at Bangalore

mx
7/5/20.

13
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22. The increase in the hours of attendance of the Press Staff. ought to result in at least an increase of about 25% of the output of work there. It is not known what percentage of the printing work ^{of the State} is now being entrusted to private presses. But it may be assumed that a major portion of this will be extended to in future at the Post Press. In the office note supra, it has been calculated that if the Supdt's proposal to increase the remuneration is accepted it will amount to Rs 11342/- This relates only to the Staff. If the case of officers is also taken into consideration it will be about Rs 19000/- or a little more. Whether the whole of this amount can be met from savings on acct. of increased output of work requires examination and if it does not increase would be justifiable ^{at the extent} to which savings can be effected. For ams.

$\frac{1}{3}(1000) \times 12$
2 hrs supdt
 $\frac{1}{3}(800) \times 12$
1 supdt.

Chief Secy
23. I am not very sure that the increase of working hours in the Post Press recently made should ipso-facto lead to increase of pay all round. Even the hours now fixed ~~are~~ ~~not~~ ~~but~~ mean fewer hours than those worked in all private printing establishments.

19064

9
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No.

The remuneration should be compared with the emolument in private presses - taking into consideration the grant of pension, leave with alms & the fort Press - & if any case is made out for an increase of pay then only can an increase be given. If approved the information on the above point may be checked by the Efficiency audit officer in consultation with the Supd Fort Press & the case then put before Govt.

19 member

442
1075

24. The Supt may be inf. since alms. That increase of salary can be done. That fixed his salary & the time all others can be fixed.

Is there a Press Manual issued?

U
11.5

4/5 - A copy of the Manual is now placed in the file
Ang

Serial
No.

Letter No 2865 dated 12th May 1920.
From. The Superintendent Govt Printing
Bangalore

In continuation of sl 3, states,
that he has issued orders for the
Office Branch, Proof Branch, and
Despatch Branch of the Press to attend
office in the morning at 8 am along
with the Printing section, as it was
found impossible to properly work the
printing^{section} without them. Consequent
on the increased working hours he
requests the granting of an increased
wages of 33 1/3 per cent of the pay
of all the permanent employees
and points out that about Rs 18,500
will be saved in the Press Budget
as there will be no overtime allowances
and private printing to pay for in
future.

25. Subd with the other infⁿ desired by the

Chief Secy

Chief Secy

Pro
13-5-20

2/301¹¹ 9

G. R. S. III-2]

General and Revenue
Secretariat.

File No. 435 of 191

Serial
No.

I. Working hours.

Nysore Govt Press before 1st May 20.	Govt Press after 1st May 20	Madras Govt Press	Bangalore Printing & Publishing Co.
6 hours. (11 A.M. to 5.30 P.M.)	8 hours. (8 A.M. to 5.30 P.M.)	7½ hrs (9 A.M. to 5.30 P.M.)	8 hours. (8 A.M. to 6 P.M.)

Vide flag X for details

II. Comparison of annual cost of non-gazetted permanent staff. (For details of staff see C.O. of 26th July, 1919).

Flag. W.

At present.	According to Surdt's pro- posal i.e. giving an increase of 33.1/3 percent.	If 20% increase is given
Rs. 34,080	34080 + 11360 i.e. 45,440	34080 + 6816 i.e. 40,896.

373
1575

26. 1st member)

1575
15.5.20

27. I think the working hrs
that he fixed as in madras
& then there is pressure
on time all over the place
I shall suspect the press
room. The advertisement
for the new house twice
10-5- make good of air
I think

4/6/5-
M. S. A.
com
1920.

1345

10 12

Serial
No.28. Sub^d to Dewan's personal~~chk~~
21/5/20

29. seen

see

21.5.20 Draft No
30)

22-5-20

31. Draft letter to Mr. D. for approval

AMK

22.5.20

32

Dro

22-5-20

chief secy

5 From Mr. Supt., Govt. Press

No 1084 dt 29/5/20

Requests that for the reasons given the working hours of the Press Office for work-men may be fixed from 10 Am to 6 Pm continuously without any interval for clerks and despatching branches from 11 to 5.30 as at present.

33. The Supt. says that if the hours are fixed from 10 Am to 6 Pm the total number of working hours will be 8 hours of which 5 hours

DEWAN'S OFFICE.

Recd. on MAY 20 1920

Reg. No. 7787

Serial
No.

will be treated as ordinary work
and 3 hours as overtime work for
which overtime allowances will be
paid.

34. The Engrs. say that the present
Budget provision of Rs 4500 will be
sufficient to meet all present require-
ments.

35. After 6 months the Engrs. say he
will submit a report with proposals
for final orders on the subject.

6 From the Engrs, Govt. Pers
No 75 D 1/6/20

State that he has in anticipation
of sanction, given effect to the
change of working hours reported
in his letter of 29/5/20 and requests
that his action may be approved.

36. Sd/-

11/6/20

37. The Engrs' action may be
approved -
comemember

11
2/6

39. Sd/- 1/6/20

38. Please refer to the memo
already passed. This should be
done. (See 15/6/20) 1/6/20

14.12

Serial
No.

7

NO. 1964 (CB) dated 2nd June 1920.
 To, The Superintendent Govt Printing
 States the Govt do not approve of the
 change of the working hours of the Govt
 Press made by him and direct that the
 working hours should be fixed from 10 to 5 P.M.
 and overtime ^{allowance} to be paid as heretofore.
 Memo No. 2392 d. 3.6.1920.
 Forwards a copy of the above to the Comptroller.
 No. 2393 d. 3.6.1920. No to P.S.
 Section.

8

To the Super Govt Printing.
 No. 1103 d. 3.6.1920.
 Represents that it is very inconvenient
 for the men to attend the Press at 10 A.M.,
 & recommends that the working hours of
 the Press may be fixed from 11 A.M. to 6 P.M.
 or even 6.30 P.M. & that the men may
 be paid a quarter day's pay for the extra
 1 1/2 hours worked by them. The rules relating
 to overtime in the Govt Manual being
 mutably amended.
 C.B.

41. Put up with file for submission to
 member.

(Sd) G.S.B.
 4.6.1920.

Serial
No.

42. Submitted.

HK

7 6 1920

Chief Secy

43.

Am

7.6.20.

44. Please submit a draft approving of the proposal & amending the rule & overtime.

45.

Draft C.O. is subd. with copies of the proposal as well.

HK

11.6.1920

It will be therefrom that the rule proposed is far more favourable than the old Rule 12 or Convention. Rule 13 has to be amended so as to include the office establishment. 47. Further, it is not easy to reconcile oneself to the idea that the employee will really work from 11 to 6:30 Pm. without taking (though unauthorised) at half an hour for tiffin.

Chief Secy

Am
12/6/20.

48. The modifications suggested by the Supdt. may be made & the hours fixed as from 11-6.30 instead of from 10-5. Proportional overtime for 1 1/2 hours after 5 Pm. will be paid.

49. Re lunch interval the present

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No.

* Or if $\frac{1}{2}$ hour lunch interval is taken the overtime may be treated as 1 hour & paid for at $\frac{1}{6}$ th of a day, so that girl gets 6 hours actual work in the normal day & 1 hour's overtime work which is paid for.

53
19/6/20

GENERAL SECRETARY
RECORDS
1920

[Signature]

rules contemplate a $\frac{1}{2}$ hour interval vide para 2. page 43 of the manual. This may remain unaffected.

Draft order may be approved.
(To be signed & modified if suggestion in margin is accepted).
(87 members)

I propose the marginal suggestion be treated as draft may issue accordingly.

4/9/6

Issue

19/6/20
19/6/20

To

The Financial Secy for favour of communicating the order to the Comptroller.

HK

19.6.1920 (Final Secty)

19/6/20

81447

15

Serial
No.

↑

Fr the Supdt, Govt. Press, Bangalore.
No 3170 of 17th June 1920.

In continuation of his previous correspondence brings to notice that the practice hitherto has been to reckon 8 Am to 11 Am and 5 Pm to 8 Pm for overtime purposes though the Office worked till 5.30 Pm thereby implying that the ordinary working hours are from 11 Am to 5 Pm. I request orders for recognising these hours.

P.L.S.

File already under submission to
Members.

Please place in the file.

(sd) C. S. B.

18.6.1920.

The file has been to the 1st.
Members today (before receipt of this letter) in continuation.

H/K

18.6.1920 (8 members)

Pro
18/6/20.

Sub orders have been passed on the linked file previous
sheet
Am

E.H.
19/6

V D 1384
E.H. 435

72
19/6/20.

Serial
No.

No 3042-19

W

Last page of the 30.

Vide also pages
4-6 of the Notes.

Y.D. has not been consulted.

The ^{total cost} ~~scale~~ of the Permanent Estt of the Govt Press
is Rs 2835 $\frac{1}{2}$ a month.Deduct 137 $\frac{1}{2}$, being pay of Chief Foreman

Net cost 2698 a month

One sixth of 2698 or 449 $\frac{2}{3}$ a month orRs (449 $\frac{2}{3}$ x 12), Rs 5396 per yearwill be the ^{minimum} overtime ~~allow~~ ^{allowance} required for the
Permanent staff.

The Govt. is silent regarding the Budgetary

A provision of Rs 11,000 is provided for Printing at
~~the Govt. Press~~ Private Press
+ " " Rs 4,500, for overtime allowance

Vide Pags 33 & 34 Draft Budget Estt.

Subd with Draft Staff Communicating

24/6
24/6
24/6

Issued)

18
24.6.20Done
25/6/20

Issued

No 2844 of 24/6

Recd
26/6/20

No 2526-5 d 19.6.1920.

to the Govt Printing, Comptroller & Co.

Issues revised orders in the ~~mat~~ re:
the working hours and the payment of
overtime allowances in the Govt Press.

SUBJECT.....
.....
.....

Diary No. of letter replied to.....

Section.....

File No.....

Serial No.....

GENERAL AND REVENUE SECRETARIAT }
()
, the 191 . }

No. 696 92674
E.A.g

Date of issue..... 26-9-19

To

The Superintendent,
Govt Printing &
Stationery Dept

Signed by.. *N.M. Rao*

Sir,

I am directed to state that
under G.O. No 2686-2739/EA 237
dated 26th June 1918, Mr K. G. under
Rao, Auditor of the Efficiency
Audit Staff, is deputed to audit
the registers and records pertaining
to the Govt Press and Stationery Dept
M. over.

20
I am to request that he
may be given the required
facilities for the purpose.

2. It would be a ~~great~~
convenience if an up to
date statement of business
affairs be got ready before
hand and given to the
auditor when he goes
there.

I have to

go
In Charge Secy

List of enclosures.

Copied by

Examined by

1994
E.A. 9 435
D.O.No.

21
General and Revenue Secretariat,
Efficiency Audit Branch,
Bangalore, dated 20th April 1920.
21/8

Dear Sir,

In continuation of this office letter No.696 dated 26th September 1919, I am sending herewith an Audit Note of your office drawn by the Auditor Mr.K.Gundu Rao. I request that a copy of your orders on the summary of suggestions contained in paragraph 50 of the Audit Note may kindly be submitted to Government for information.

2. I have already gone through the note in detail with you and your two Assistants and have had, in addition, the benefit of an ~~immediate~~ visit to all the Branches of the Press in your company. The Audit Note deals merely with the office work which is the proper scope prescribed for the audit in Standing Orders. As the result, however, of my more extended visit, I wish to suggest for your consideration four matters which I hope will enable a better utilization of the Press Plant and Staff and also minimise the inconvenience resulting at present both to the Press and to the other Departments of the State, owing to insufficient understanding mutually of each others - requirements and difficulties.

3. My first suggestion is that the working hours of the Press - 11 A.M. to 5-30 P.M. should be changed to 8 A.M. to 6 P.M. with an interval of one or two hours as you may deem convenient for the mid-day meal. I understand that this is the practice in the larger private presses. As such a step will increase by 25 to 50 per cent the use now derived from the Plant in the Press, it stands to reason that it should lead to more economical working eventually.

4. The second point that I wish to suggest for

personally to get the information promptly.

7. In order to ensure proper co-operation from the Departments sending ~~book~~ work to you and also to give them a chance to understand how precisely they can facilitate your work, you may in acknowledging the receipt of ^{the first batch of each} such work, request the Department to send to the Press an official competent to pass the matter for print in order that the points to be remembered in preparing the matter for the Press and the passing of proofs may be explained to him.

8. I would in this connection suggest that a set of instructions for preparing matter for the Press and for correcting proofs be sent to each office when you acknowledge the receipt of the first batch of any matter sent to you, together with a specimen page of corrected proof like the one printed in the Press Manual.

9. Finally I have a small suggestion to make in regard to the distribution of copies of the Mysore Gazette. Each of the subscribers may with advantage be given a distinctive number and they may be requested to quote such number in all their communications to you in order to facilitate the picking of references in your office.

10. As regards your complaint ~~in regard to~~ in regard to the calling of too many copies of a proof in certain departments, I am preparing a separate note which will be sent to you shortly.

To

Yours sincerely

(Sd) Mr. Ramanathan

D. B. Ramachandra Mudaliar Esq.,

Superintendent, Government Printing,

Bangalore.

" Safe "

Am

H. G. S. R. S.
Auditor

A U D I T N O T E .

Name of Office visited - Office of the Superintendent,
Government Printing.

Commencement of examination. 14-10-19.

Conclusion of examination. 29-10-19.

No. of days taken. 12.

Period covered ~~by the~~ by the
examination. -- Up to October 1919.

Contents.

I. Organization and Recruitment	-	Paragraphs 1 to 5.
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V. Printing work and arrears.	-	,, ,, 38 to 47.
VI. Miscellaneous.	- -	,, ,, 48 to 49.
VII. Conclusion.	- -	Paragraph - 50.

K. Prasad Rao
Auditor.

NOTE ON THE AUDIT OF THE OFFICE OF THE
SUPERINTENDENT, GOVERNMENT PRINTING.

Period of Audit, upto October 1919

I. Organization & Recruitment.

The establishment of the Central Press was reorganized in July 1919. The Office branch has a sanctioned strength of 16 officials, besides a Shroff and an attender, of whom only 14 officials are now working in the branch. The Head clerk of the Press Office (pay Rs.100) has been placed on some special duty and the Head Accountant (pay Rs.50) is now the chief official in the branch. The branch is in immediate charge of one of the Assistant Superintendents. The place of Chief Foreman is still vacant.

2) In the course of the reorganization in July 1919, two promotions have been ordered which do not comply with the requirements of the clerkship rules:—

(1) T. Krishna Rao as Machine clerk on Rs.15. He was entertained as Attender on 1st May 1918, promoted to act as Reader on Rs.12 on 14th December 1918, and appointed as Machine clerk on 1st July 1919.

(2) Myluvelu as Assistant Despatcher on Rs.15. This official was first entertained as Reader on Rs.12 on 1st June 1919 and was appointed Assistant Despatcher on Rs.15 on 1st July 1919.

These two officials are 'unpassed men

(a) and their promotions may be regularised by requiring them to pass the examinations at the next opportunity.

3) A list is maintained which shows the distribution of work amongst 13 officials of the branch. It may be completed and brought up to date.

4) The gradation list of this office was printed last in October 1910. The latest list, which is in manuscript, has been brought up to September 1919. There is no list for the menial establishment, which was raised from 18 to 23 during the last revision.

Register of applications for appointment.

5. The register does not give the information required in respect of applicants but is swelled with matter which should not find a place in this register, such as applications from the existing employees for promotion, transfer etc. Some of the applications ordered to be registered do not find a place in this register and orders passed on the rest have not been communicated to the applicants. A large number of the applications received in this office are for being taken as pie-boy or ballerman and for these a separate register may perhaps be opened. In regard to the rest, the form prescribed for applications for appointment may be insisted upon.

(2) (b)

II. Discipline.

6. Attendance Register.- Kept by the Gate-keeper, and submitted occasionally to the Superintendent.

(c) It would be better if the register of the permanent establishment is checked daily by one of the officers.

7 Absence without permission is brought to notice by the gate-keeper on separate slips for each absentee, on which orders fining, etc. are passed. These slips are not passed through the head of the office branch but are sent to the hour and line/Accountant for needful action, who does not file them properly. Fine orders dated 22nd and 24th September 19, in regard to Rubbers Abdulla Baig and Abdul Gafer of the permanent establishment have not been given effect to in drawing the pay bill for September 1919. A better arrangement seems to be to pass the attendance register through the Head clerk, who will obtain in a book opened for the purpose, orders in regard to these matters and who will finally send (d) the book to the Accountant who prepares the salary bills. Slips are likely to be mislaid or otherwise lost or lost sight of.

8 Character books. - These books were found in the midst of account memos and other vouchers lying in heaps on the ground. They may be kept arranged in some receptacle in charge of the Chief Foreman or the Head clerk. The first and last record is that left by the late Superintendent on 30th June 1917. Books were not forthcoming for the undermentioned officials of the office branch :-

- (1) K. Narasimha Iyengar.
- (2) N. Rangappa.
- (3) K. Narayana Swamy.
- (4) B.K. Nanjunda Sastry. and
- (5) A. Narayana Rao, who was a piece work compositor till July 1919 when he

was taken to the permanent establishment of the office.

III. Cash & Accounts.

9 The accounts of the office are audited annually by the Comptroller's local audit staff.

(e) 10 No classified abstract or general ledger is maintained. This would be helpful for ready reference and the rules require that it should be maintained.

(b) 11 For contingent expenditure, no order book is maintained. Sanction for purchase of contingent articles is obtained on slips of paper which are said to be destroyed immediately the transaction is brought on the connected register. The necessity for preserving these orders is obvious, especially as both the Assistant Superintendents exercise power of sanctioning contingent expenditure while the registers are checked only by one of them. An order book for contingent charges which is prescribed by the rules may now be opened.

(5) 12 Registers are maintained to show details of overtime allowance and compositors' line and hour accounts of which abstracts are prepared separately. Bills for for September 1919 are now ready. There seems to be some delay in the preparation of these bills and disbursement of the amount. War and grain allowances for September 1919 have not yet been disbursed even to the permanent staff on account of the delay in the preparation of the consolidated bill in which account has to be taken of the earnings of piece work employees also.

13 The vouchers relating to piece work remuneration are all kept bundled up on the floor. They may be kept arranged in some receptacle, until the accounts are audited by the local auditor.

14 An inventory dated 10th July 1919 of plant and materials as they stood on 30th June 1919 has been prepared. It was signed by the Superintendent on 3rd September 1919 but has not yet been sent to Government. A fair copy is said to be under preparation.

15 The register shows certain articles as having been sent to the Dewan's office which have since been received back i.e. in the middle of July 1919. These will be taken again into account in the next inventory.

16 There is no separate register kept for furniture. These articles are also included in the stock book of plant and stores and the usual deduction is made in their case also on account of depreciation. The articles have not been numbered serially. This may be attended to.

17 Service Register. Maintained and record of verification of services for the year 1918-19 being now made.

18 Service Postage account. The official dealing with the correspondence of the Registrar of Authorised Publications keeps the accounts connected with service stamps. Stamps are issued to the despatching and Gazette Sections where no accounts are maintained and to the Despatcher of the office branch who keeps his

accounts. On the 25th October 1919, the stock on hand was one six pie label in excess of the book balance.

IV. Office.

19. There is no amad register for tappals received in the office which are opened generally by the Assistant Superintendent in immediate charge of the office, and after ^{us}personal of the more important papers by the Superintendent, are passed on to the office branch. The inward register keeper receives the papers and after entry in the From Register, distributes them to the officials concerned taking their acknowledgment in the distribution register. The present chief official in the branch does not seem to keep himself in touch with all the papers received in the branch. The office has a head clerk in receipt of a pay of Rs.100 and his services may, ^(h) advantageously be utilised for supervision over the work of the other officials, in addition to any other ~~official~~ important work that may be assigned to him.

20. There are separate sets of inward and outward registers for correspondence of the Registrar of Authorized Publications, the compiler of the Mysore Gazette and the Superintendent, Government Printing. The records are also kept separate. The volume of correspondence in each of these sections during the year 1918-19 is shown below :-

Name.of Section.	No.of inward communications.	No. of outward communications.
Press.	8366	3487
Gazette.	730	835
Registrar of Authorized publications.	92	135
Total	9188	4457

21. There is a great deal of delay in registering papers received in the Press Section. On the 20th October 1919, there were 24 old papers pending registry, besides 13 papers received in the day. One half of these were nearly a week old in the office, including a few marked urgent.

(9) 22. The 'From' register of the Gazette Section has not been written up at all from July 1919, and some of the communications received for publication have likewise gone without registry in the publication register.

23. The defect common to all the correspondence registers is ⁱⁿ countermarking. ~~Replies received~~ ^{and} ~~are~~ ^{to} are not noted in the From Register except in a few cases and the connected papers cannot therefore be easily ^{to} placed from the registers. Besides, it is difficult to find out from the registers which papers are pending in the office and which outside. Proper linking of references may in future be insisted upon.

Gazette Section.

24. About 1245 copies of the Mysore Gazette in English and 500 copies in Kannada are printed. There are 680 subscribers.

25. Arrangement has been made with the postal authorities to have the Gazette copies sorted in the premises of the Press and taken by the Postal employees.

26. Correspondences connected with matter received for publication in the Gazette are made into weekly bundles. These bundles are forthcoming from 1915-1916. The period of their

(10)
(8)

preservation, which has been fixed at five years, may safely be reduced to two years.

(14)

27. Important papers of this Section have not been properly filed. Subjectwar bundles may be made of such papers as relate to the formation of the Gazette, including correspondences that led to changes in the several parts, supply of Gazette to Government officers and to others in exchange, number of spare copies to be printed etc., and papers in each bundle chronologically arranged with a brief title of contents.

(11)

28. Index for the half year ended December 1918 has issued and that for the subsequent period is under preparation.

29. Authorized publications. The number of books registered during the official year 1918-19 was 299. Books are purchased and sent to the ~~Oriental~~ ^{British Museum} ~~Library~~, London, and the India office on their requisition on the quarterly catalogues.

12

30. Reports and returns. There are 16 periodicals dealt with in the office, of which ^{the} statement showing private works done in Government Press for the months of June to September 1919 are overdue to Government and the monthly statement of materials received from abroad has not been sent to the Deputy Director of Commerce since May 1919.

~~Reports and returns~~

~~There are 16 periodicals dealt with in the office of which statement showing private~~

(13)

31. Arrear List. Monthly lists of arrears of correspondence are not being prepared, as required by standing orders, for submission to the head

of the office. It was however stated that some such list was being prepared, whenever the Superintendent called for one.

Records.

32. A list was forthcoming of the special files which are 105 in number. A few of the files were examined which showed that there was no arrangements and papers unconnected with the subject matter of the file had ^{been} thrust in. Mr. Fisher's report is missing from file No. 47 dealing with the subject, ^{and} could not be traced. File No. 67 called "Probationers' file" is incomplete and the calendar file of 1917, contains all sorts of papers like note on the progress of Printing School, notes on O. & D. subjects, papers relating to the memorial of T. Subbaraya against the order of dismissal etc. The entire records require to be looked into with a view to their sorting and rearrangement.

(14)

(M)

33. In regard to the current papers, the record keeper exercises no check in order to see that all disposed of papers are received, by a weekly examination of the From and To Registers, as required by the Manual.

(act)

34. Circular files are not properly maintained. All printed orders received in the Press are being ~~stung~~ ^{along} together chronologically ^{together} with their spare copies, after being entered in the inward register. Orders bearing on the work of the department may be separately filed ^{together} ~~along~~ with an index and the spare copies kept apart.

(15)

Valuation work.

35. For finance and revenue accounts, figures under press and stationery were asked for by the

Michael G. C.

(16) Comptroller but not supplied. In May 1916, Government directed that a simpler method of cost-finding system may be adopted, but only the work of 1916-17 has been completed and the work of 1917-18 is now in hand. In the reorganization scheme of July 1919, two accountants have been sanctioned specially for this work.

36 Register of bill of Cost. The register shows that bills have not been prepared for certain works executed so far back as January 1919; for e.g. W.Ds 811, 1071 and 1383. There are also old claims which have not yet been adjusted and in which reminders are not being sent systematically.

37 Inspection. - The office is being inspected by the Superintendent once a year but no minute book has been opened. This may now be done and action ^{the} taken as required by Government order on the subject.

V. Printing Work & Arrears.

38 For printing work received in the Press, a register known as the work docket register is maintained. As soon as a work is received in the Press, it is registered and sent on with a docket to the working branch and when the work has been executed and despatched, the docket is returned to the office branch for valuation and note of the date of despatch in the work docket register. Provision has been made in the work docket to show where and at what stage a particular work stands by the perforated slips showing the name of the Section that last dealt with it being ~~xx~~ torn off and sent to the office branch for record. This arrangement was tried and given up as it was said to be not workable and

17
Important.

it is now somewhat difficult to trace the whereabouts of any printing matter. These work dockets are lying in bundles from 1917-18 pending valuation and the dates of despatch in respect of these have not been noted in the work docket register. A list of works pending in the Press is prepared every month in the working branch which, however, cannot be verified with the entries in the work docket register as the progress ⁱⁿ work and despatch of printed copies have not been noted from 1917-18. During 1918-19, 2496 items of printing matters were received, and in the current year up to 15th October 1919, the number received and retained for execution in the Government Press was 868.

39. The pending list (attached at the end) for September 1919 shows that exclusive of proceedings, forms and printed registers, there are 61 items still in the Press of which 3 were received in 1917, 4 in 1918 and 20 before July 1919. Besides these, the undermentioned three items have not been put in hand :-

- !! (1) Regulation VI of 1918.
- (2) Appendices to the Taluk Manual.
- (3) Chapters 12 to 14 of the Account Code

In addition to these included in the arrear list, the following works are, it is gathered, also

pending :-	Date on which sent to Press.
(1) File headings and indexes of the Forest Secn.	27.2.19.
(2) -do- Survey, Agri. & Rev. Secn.	August 1919.
(3) -do- Courts Secn. for 16-17.	5.4.19.
(4) -do- of the L.R. Secn.	January 19.
!! (5) Local Boards Regn. in Kannada.	Nearly one year old.
(6) Handbook of the I. & C. Deptt.	
(7) Hutchinson's Report.	11.3.19.
(8) Supplement No. 2 to the Muz. Manual	May 1919.
(9) Supplement No. 1. — do —	24.8.19.
(10) Forest File No. 46-06 (Excess Kavals)	
A collection of Manuscripts sent on — 15.11.18.	
Proof pages 1-20 received on — 29.3.19.	
and returned to Press on — 10.6.19.	
(11) File headings and indexes of the Police Section for 16-17-18.	
From the above, it will be seen that the time	

35 12

scales fixed for execution of work received from the Secretariats and for adoption generally in the Central Press, in Government Order of 16th November 1903, are not being adhered to.

18 40. Printing of Proceedings. Dates have been fixed for the issue of weekly volumes (vide page 72 of the Press Manual) which are not being adhered to. Volume for the third week of September 1919 which should have left the Press on the 5th of October was issued on the 23rd idem. There has been similar delay in the issue of the 4th weekly volume.

41. Even these belated issues do not contain all the orders issued in the week and this is generally the case in regard to lengthy orders which are not of general applicability and which affect only the department concerned; for e.g. the following orders issued during September 1919 do not find a place in the volume of the week in which they were issued, but are included in subsequent issues :-

Sl.No.	Date & Substance of G.O.	Date on which sent to Press.	No. of the week-ly vol. in which it should appear.	No. in which it actual-ly appeared.
1.	G.O. dated 1.9.19-conduct of work during absence of <u>ex-officio</u> Presidents of Municipal Councils.	12.9.19.	1st Vol.	4th Vol.
2.	G.O. dated 6.9.19. Govt.servant being an elected member of local boards.	12.9.19.	1st Vol.	3rd Vol.
3.	G.O. dated 15.9.19. Report on ~~which~~ the condition of boundary marks.	16.9.19.	3rd.	4th.
4.	G.O. Dated 16.9.19. Forest Settlement of Hireavalli block in Sorab Taluk.	22.9.19.	3rd	4th.
5.	G.O. dated 20.9.19. -do- Malle-gal valley block in Bangalore Taluk.	"	3rd	4th.
6.	G.O. dated 20.9.19 Continuance of financial returns.	27.9.19.	3rd	4th.

42. Spare copies of the above orders had not yet been received in the Revenue Secretariat on the 29th October 1919 on which date the Press Book of the Secretariat was examined. Besides these, printed copies of the following are long overdue - for nearly four months in the case of the first two.-

Date on which sent to Press.

- | | |
|---|----------|
| 1. Budget estimates of Shimoga District Board for 19-20 with G.O. thereon | 8.7.19. |
| 2. do. of Bangalore City Municipality | 8.7.19. |
| 3. do. of the Mysore Trust Board | 19.9.19. |

19 43. The crying complaint against the Press is the delay in the printing and supply of forms. The annual indent for 1918-19 and casual indents received since have in most cases not been complied with fully. In the despatching Section were found some indents of 1916-17 from the Municipal, Excise and Judicial Departments which have likewise not been complied with in full. There is no proper record of what remains to be sent and when reminding letters ~~xxx~~ and telegrams are received, samples of even old and unaltered forms are asked for. The Stationery Depot should, under standing orders, maintain an up-to-date list of authorised forms with samples. This has evidently not been done. This matter will be looked into during the audit of the Stationery depot.

44. The following among the letters received in the course of a week will show the confusion in regard to this matter :-

- (1) Casual leave report books - indent sent on 11.1.19 by Deputy Commissioner, Kolar. Sample

called for in May 1919, though sample had been supplied with indent, which is not forthcoming. Sample received again but mislaid which has since been traced. Meanwhile another sample has been called for on 13.9.19. Work not yet put in hand.

(2) Reference dated 17.10.19 from the District Judge, Mysore, forwarding the complaint of the Munsiff of Holenarasipur, that the Press has not supplied copies of register of civil suits and that therefore more than 400 original plaints remain unregistered.

(3) Reminder dated 20.10.1919 from the Executive Engineer, Kadur Division, for immediate supply of new measurement books and stating that Sub-Division Officer's are complaining bitterly for want of these books.

(4) Reminder dated 16.10.19 from the Inspector General of Registration stating that books and forms may be supplied to the Sub Registry offices without further delay as the work may otherwise seriously suffer and that the public will be put to much inconvenience if copies of register book No.1 are not supplied within 3 or 4 days.

The original reference is dated 30.7.19 and 5 reminders have been received since .

(5) Reference dated 25th October 1919 from the Auditor, Mysore Railways, stating that only four out of 51 items included in his indent of 3rd September 19 have yet been supplied and stating that if the remaining items are not supplied early, ordinary work cannot be attended to in stations.

(6) Letter dated 17th October 1919 from the Agent, Mysore Railways, stating that the car and and Wagon Superintendent's indent of 7th May 19 may be complied with early.

45 The Press Manual requires the Head Despatcher to maintain a register of receipt and expenditure of forms to be stocked but no such register or list was forthcoming in the Despatching Section. None but financial forms were said to be stocked..

(20)

46 In regard to work distributed to private presses, two registers are maintained - one for those in Bangalore City and the other for those in the C. & M. Station. Bills are received from them with specimen printed matter for scrutiny and are passed on for payment to the department concerned.

47 There are 24 works with private presses which are overdue (as per list attached), a few of which for nearly six months.

A.T.O.

List of overdue works pending with private Presses.

Sl.No.	From whom work recd.	Nature of work.	To which press entrusted.	Date on which work was sent.	Due date, if any fixed.	Remarks.
1.	Bureau of Commercial Information.	Library Catalogue.	National Press.	2.6.19.	25.6.19.	
2.	Secretary, Public Works Department.	<i>Matter connected</i> ~~Certain Dam work.~~ <i>the Cauvery Reservoir</i>	do.	18.8.19.	18.9.19.	
3.	Superintendent, Metal Factory.	3 kinds of books.	Messrs. Spinker & Co.	13.8.19.	20.8.19.	
4.	Meteorological Reporter.	Daily observations.	" V. Naidu & Co.	28.5.19.	5.6.19.	
5.	Asst. Superintendent, Govt. Gardens.	2 maps for mounting into book form.	Bangalore Press.	3.6.19.	7.7.19.	
6.	Comptroller to Govt.	Mysore Account Code. ~~Part III~~ Vol. III - <i>Part III</i>	do.	2.9.19.	2.10.19.	
7.	Inspector General of Education.	Balabhode Part I. Kannada Reader No.3. do. No.2.	do.	4.9.19.		
8.	Secretary, Life Insurance Committee.	Premium ledger of State Huzur Try.	Vokkaligar Sangha Press.	14.6.19.	30.6.19.	
9.	Registrar, Chief Court.	<i>Case</i> Criminal/No.39.	do.	27.9.19.	12.10.19.	
10.	Director of Ind. & Com:	Certain books.	The Irish Press.	19.8.19.	30.8.19.	

11. Asst. Superintendent, Govt. Gardens .	Catalogue of plants and bulbs.	Messrs.V.B.Subbiah & Sons.	31.7.19.	31.8.19.
12. do.	Covers & Envelopes.	City Press.	29.9.19.	5.10.19.
13. Comptroller to Govt.	Account Code Vol.III. Part I. P.W.D.	do.	18.6.19.	18.9.19.
14. Secretary, Life Insur- ance Committee.	Premium ledger of Bangalore.	do.	14.6.19.	30.6.19.
15. Chief Electrical Engineer.	~~Window Cupboards~~ ^{Certain} forms	B.B.D.Power Press.	17.2.19	20 days.
16. Inspector General of Education.	Poetical Sections ^{le} of 1921-22.	Messrs.Navaratna & Sons.	9.4.19.	
17. Revenue Secretary to Govt.	Dist.Office Manual Part III.	do.	15.4.19.	4months from 15.4.19.
18. Suptt, Central Industrial Workshop.	17 kinds of forms & Registers.	Gouri Nilay Press. <i>Ja</i>	5.5.19.	within 20 days.
19. Manager, Local Exmn.Office.	Rules for the L.S.Exmn.	do.	17.7.19.	20.7.19.
20. Asst.Suptt.Govt.Gardens.	certain books.	do.	2.9.19.	10.9.19.
21. Secy, Life Insurance Com:	Premium ledger of Kolar Dist.	Sri Lakshmi Vilas Press.	16.6.19.	30.6.19.
22. Registrar, Chief Court.	Criminal Cases 32 & 33.	do.	30.9.19.	25.10.19.
23. Director of Ind.& Com.	Order form & statement.	Vichardarpana Press.	13.3.19.	20.3.19.
24. Editor, Eco: Journal.	Sample copy of delivery. book.	do.	28.3.19.	2.4.19.

VI. Miscellaneous.

48 Printing Class.

There are only five students. The school does not seem to attract students possessing general qualifications. Of these five, three are fresh admissions and two have been sticking on for the past two or three years. The official doing valuation work in the office branch was said to be giving instruction to these pupils.

49. General Education.

For imparting general education to boys engaged in the Government Press, there are two teachers. Some adult employees were also said to be attending these classes. The total number on the roll is 52.

P.T.O.

30. Conclusion. The more important of the suggestions ^{made} in the foregoing notes are grouped below for purposes of action contemplated in para 4 of G.O.No. 805-854/E.A.C.397 dated the 10th October 1919:-

Recruitment.

(1). The promotions of the two men referred to in para 2, which are not in conformity with the clerkship rules, may be regularised by requiring them to pass the necessary examinations or specific exemption of Government may be obtained in respect of those promotions.

Discipline.

(2). The attendance register of the permanent establishment may be checked daily by one of the officers. Similar register kept by the gate keeper for piece work employees may be passed daily through the Head Clerk, who will obtain orders in regard to absence without leave etc, in a book to be opened for the purpose. *Paragraph 6/7*

Cash and Accounts.

(3). A ledger or classified abstract of cash transactions may be opened as required by the rules. *Para 10*

(4). An order book for contingent expenditure may be likewise opened instead of sanction being obtained on slips of paper. *Para 11*

Routine and Registers.

(5). The services of the Head clerk who has been placed on special work in the Stationery Depot for some time may be utilized for supervising the work of the other officials. At present, there is hardly any supervision worth the name over routine work in the office. *Para 19*

(6). The writing up of the 'From' register of the Gazette Section which stopped in July 1919 may be resumed and the publication register may also be written up properly. *Para 22*

(7). Monthly lists of arrears of correspondence which are not being prepared, may in future be prepared and

43 19

and submitted to the Head of the office regularly. *Para 31.*

Records.

(8). The Office manual requires that the Record - keeper should examine the 'From' and 'To' registers once a week in order to see that all disposed of papers are sent to him. This check is not being exercised with the result that such papers wander away or accumulate with others. The rules may be enforced. *Para 33.*

(9). Important papers like what are called 'Special files' and ~~these~~ papers relating to the formation and composition of the Gazette in the Gazette section were found in some cases incomplete and generally not arranged. The entire records require to be looked into with a view to their sorting and rearrangement. *Paragraphs 27 & 32*

Inspection.

(10). Though the office is being inspected by the Superintendent once a year, no minute book has yet been opened. A book may now be opened and action taken as required by the Government order on the subject. *Para 37.*

Printing work and arrears.

(11). The whereabouts of matter received in the - Press for printing cannot now be easily located unless one of the officials is specially put on that work as is ^{generally} now being done. The system referred to in para 38 of the Note, which worked for some time, had obviated this - trouble and seems deserving of being reintroduced.

(12). The crying complaint of delay^{is} in regard to the printing and supply of forms which has been referred to in detail in the note on the audit of the Stationery - Depot. Besides ~~these~~ this, there are some very old items of printing work still pending (vide para 39 of the note) in spite of the elaborate time scales fixed in the Government order of 16th November 1903. Similarly, dates fixed for the issue of weekly volumes of Government Proceedings are, in some cases, not being ~~adhered to~~ adhered to. The standing orders on the subject require to be adhered to more strictly. *Paragraphs 39 to 44.*

Ngwendu Rao

Auditor

7/7

Amount spent from Press Budget allotment of Rs. 11,000/- for work
done at Private Presses from 23-1-1919 to 24-3-1920.

No.	Date	Name of Press	Amount
1	13-8-19	B.B.D.Power Press, Bangalore ...	235 0 0
2	14-8-19	Messrs. Navaratna & Co., ...	111 8 0
3	15-8-19	The Vokkaligarasangha Press, Bangalore	25 12 0
4	26-8-19	S.G.N.Press, Bangalore ...	26 3 9
5	-do-	The Caxton Press, Bangalore ...	14- 2 0
6	2-9-19	- Do - ...	199 12 0
7	-do-	Sri Lakshmi Vilas Press, Bangalore	90 0 0
8	-do-	Vokkaligarasangha Press, "	6 15 0
9	3-9-19	The City Press, Bangalore ...	11 8 0
10	8-9-19	Sri Krishna Press " ...	59 4 0
11	17-9-19	Vokkaligarasangha Press, Bangalore	12 0 0
12	19-9-19	The Bangalore Press, Bangalore ...	240 0 0
13	22-9-19	The Memorial Press, " ...	170 0 0
14	13-11-19	S.G.N.Press, Bangalore ...	13 10 0
15	14-11-19	Vokkaligarasangha Press, Bangalore	84 8 0
16	25-11-19	Sri Lakshmi Vilas Press, " ...	145 0 0
17	29-11-19	The City Press, Bangalore ...	18 12 0
18	4-12-19	The National Press, Bangalore ...	197 14 0
19	11-12-19	Messrs. V.B.Subbiah & Sons., ...	144 14 0
20	23-12-19	The National Press, Bangalore ...	120 0 0
21	-do-	The Caxton Press, Bangalore ...	50 0 0
22	-do-	The Bangalore Press, " ...	252 0 0
23	13-1-20	- Do - ...	1350 0 0
24	22-1-20	Messrs. Spinker & Co., ...	128 0 0
25	16-2-20	Mr. B.S.Iyengar, Printer, B'lore .	95 0 0
26	24-2-20	S.G.N.Press, Bangalore ...	60 0 0
27	-do-	Mr. B.S.Iyengar, Printer, B'lore...	30 0 0
28	27-2-20	Vokkaligarasangha Press, Bangalore.	405 12 0
29	-do-	Messrs. V.B.Subbiah & Sons., B'lore	1044 0 0
30	23-3-20	S. .N.Press, Bangalore. ...	49 6 0

Total Rs. 5389 0 9

(Amount Rs. 5610-19-3)

Sl. No.	W.O. No.	Name of work	State of work	Remarks
Sl. No.	W.O. No.	Name of work	State of work	Remarks
1	1039	General India to Epigraphia Carnatica		
2	1820	Statistical Abstract		
3	2157	Mysore Code Vol. VI		Depu
4	937	Mysore Part in the War		
5	2537	Archaeological Inscriptions of Sravastibetagala		
6	1231	Meteorological Report (Hourly Record)		
7	1773	Monograph of Kesava Temple		
8	1823	Tegurutta State Forest Report		Pending with Dept
9	1063	Mysore Account Code, Vol. II		
10	2075	Report on Rainfall Registration		
11	1508	Standing Orders re Industries & Commerce (Mys)		
12	2179	Agriculture Insurance		Pending with Dept
13	2006	Bulletin on Ragi Cultivation		Pending with Dept
14	2006	Report on Mandigudi State Forest		
15	2069	Hospitals and Dispensaries Report		
16	2096	Finance Account of Railway		
17	1854	Standing Orders and Rules 1918 - 24. April		
18	2037	Notes on proposed Wood Distillation (Mys)		
19	2343	Report on the Mangalore State Forest		
20	147	Accounts for Irrigation for 1916-17		
21	61	Public Works Finance Account for 1917-18		
22	1148	Arbitration Papers		
23	366	Archaeological Reports Part I		
24	298	Account Code, Vol. IV		
25	2076	Mineral and Geological Records, Vol. XVIII, Part II		
26	586	State Administration Report		
27	69	Appendices		
28	1637	Inspection of Mines Report (Statements)		
29	587	Code of Advocates (Chief Court)		
30	573	Regulation No. VII of 1906		
31	634	Report on Govt. Museum		
32	614	Chief Court Rev Report (November Part)		
33	538	Excise Manual (Mys)		
34	463	Stationary Report		
35	468	Report on Joint State Companies (Mys)		
36	588	Manual of Chief Commandant Officer		
37	69			

38	646	District Treasury Inspection Report.
39	~~648~~ 12-9-19	Capital & Rev. Accounts of Mysore State for 1918-19
40	613	Taluk Manual Part II
41	~~10-9-19~~ X	Archaeological Report Part II
42	483	Administration Report, Agri. Dept. 1918-19
43	419	Gazettes Vol. I
44	823	Annual Report: Tet Brook Committee
45	~~14-8-19~~ 123	Chief Inspector of Mines
46	763	of Mines & Geology
47	~~24-9-19~~ 752	Military Forces
48	~~24-9-19~~ 857	Rev. Dept. (Mines)
49	13-10-19	Budget Discussion
50	~~20-8-19~~ 223	Graduation List of Special Sub-Registrars.
51	18-7-19	Chief Commandant's Office
52	397	Museum
53	9-8-19	Govt. Gardens
54	666	Mines & Geology
55	14-9-19	Medical
56	2207	Subdivision Office, Trunkur
57	~~20-8-19~~ 774	State Life Insurance
58	~~24-9-19~~ 795	Progress Report, Rev. & Savings
59	17-9-19	Report on Vaccination
60	18-05-19	Amount Grabal
61	13-10-19	Third Edition Budget & Works.

Being printed -

Proofs pending in several Depts. from 1st to 15th April 1920.
47

Date	Invoice No.	First or Second proof	Name of the work	No. of pages	Remarks
1-4-20	1204	<u>III</u>	Progs. of 75th meeting of Industries & Commerce Committee	1-5	
3-4-20	1207	I	Rules framed for the economic distribution of water, etc., (English and Kannada both)	1-2 1-3	
"	1209	I	A. M. D. Nos. 14, 15, Bill B(1) and C (4 kinds)	1 each	
5-4-20	1213	I	List of villages in the State in which Village Munsiffs' courts have been established	1-2	
6-4-20	1223	<u>II</u>	Forest Administration Report	1-61	
7-4-20	1226	<u>II</u>	Rules for the grant of Exploring and Prospecting Licences, etc.	1-10	
"	1227	<u>II</u>	Working Plan Report of Hanagasa late Forest	1-47	
"	1230	<u>III</u>	Draft Gazettees, Civil and Criminal Justice	1-6	
"	1231	<u>II</u>	Geological Records	1-6	
8-4-20	1233	<u>IV</u>	Gradation List of Officials of the Govt Rev. Sect.	1-20	
"	1235	I	Progs. No. Ft. 5829-39 - G. F. 176-173, d/19 $\frac{3}{20}$	1-9	
9-4-20	1236	I	Administration Report of Statistical Tables	1-44	
"	1238	I	Proceedings of the Legislative meeting held on 25 $\frac{3}{20}$	19-60	
10-4-20	1242	I	Ayurvedic Study	1-14	
12-4-20	1246	<u>II</u>	Mysore Account book	1-20	
"	1247	<u>II</u>	Administration Report of the Electric Dept. for 18-19	1-20	
"	1248	<u>III</u>	Hourly Record of East component of wind velocity	79-96	
"	1250	<u>III</u>	Arbitration papers	31-80	
"	1251	I	Military Regulations I of 1920	1	
"	1252	<u>II</u>	Chief Court Reports, Vol. <u>XXV</u>	133-158	
13-4-20	1253	I	Letter forats (3 kinds)	1 each	Received
"	1254	I	Quinquennial valuation of the State Life Insurance Committee	1-22	
"	1255	I	The History of the Gazetted Officers	155-74	
"	1257	<u>II</u>	Police Adminis. Report for 18-19	1-38	
"	1258	I	Kannada Budget	1-16	
4-4-20	1260	I	Pro. No. 9430-1 - Edn. 161-19-12, d/19 $\frac{3}{20}$	1-4	
"	1261	I	Cash Book Collection and Stock Registers	1	
"	1262	I	Forest Forms Nos. 17 and 53 and Monthly Accounts	1 each	
"	1263	I	P. W. D. Sl. No. 57 D	1-8	
"	1264	I	Register of Pension payments	1	
"	1265	<u>II</u>	List of File Headings for 16-17 (Police)	1-6	
"	1266	I	Proceedings of Second meeting of the Board of Industries and Commerce	1-9	

5/80 1301 49

No. 2786

Office of the Superintendent, 5.5.1920

29938

CHIEF SECRETARY
II
POLITICAL BRANCH.
7. MAY. 1920

Government Printing in Mysore,

Bangalore, Dated 4th May 1920.

19064

From

D. B. Ramachandra Mudaliar, Esq.,
Superintendent, Government Printing,
Bangalore.

5 MAY 1920
Submit with the file.

To

C. S. Balasundaram Iyer, Esq., B. A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

With reference to your D.O.No.1994 dated the 27th ultimo received from the Under Secretary, Efficiency Audit Branch, forwarding a copy of the Audit Note of the Government Press office, I have the honour to submit herewith copies of my office orders on the summary of suggestions contained in para 50 of the Audit Note and also on the suggestions made by the Under Secretary in the D.O. under reply.

In regard to the suggestions that the working ~~hours~~ - hours of the Press may be changed to 8 A.M. to 6 P.M. with an interval of one or two hours. I have already given effect to the suggestions with effect from 1st May 1920, and opened the Press at 8 A.M. and closed at 5.30 P.M. and allowed an interval of one and ^{half} hours for the midday meal, i.e., from 12 noon to 1.30 P.M. This is only a change in the period of hours but the total number of working hours for the day, viz., 8 hours is not altered thereby.

This decision of working the Press in the mornings cannot

on

cannot naturally meet with the consent of the employees in general, as the Press has been working during the last 80 years or so, only 6 hours, and I even apprehended that there will be a strike, which is very common now, in all institutions of the kind, as traditional considerations are involved in it, but I had to manage it with great caution and some tact, and with a promise to the workmen, that they will be given a suitable addition to their salaries. They have therefore cheerfully obeyed the order without any complaint. Hitherto the rule has been, that whenever there is a great rush of work, the men ^{were} ~~would~~ be brought in the morning for a few days only, and as soon as that particular work or arrears are cleared off, to revert to the usual office hours. And men on permanent establishment such as proof readers, machine clerk, gate keeper and others who had perforce to attend, consequent on the working in the morning, were allowed overtime for the days they came in the morning, at the rate of one unit for every three hours. That is, each of those officials use to get 50 per cent increase ^{to} their salaries. But such work ^{not} ~~is~~ continued long; not only the permanent men, but the piece workers too, grumbled and absented themselves even without reports.

I humbly beg to submit that the men will find, a change to long hours, as a great hardship to them, and I fear they may not reconcile to the new conditions, without any financial compensation. Even with some increase to their salaries, they are likely to grumble, because they have adapted their daily life to the six-hour-a-day conditions, that they will find the long hours of work tedious. Any how, the granting of increase to their salaries will go a long way, to mitigate the evil, and I therefore beg to propose that an increase of $33 \frac{1}{3} \%$ to the salaries of all the persons in the fixed establishment from the ~~office~~ ^{downwards} may be kindly sanctioned to be granted, against 50 per cent if calculated at overtime rates, in which case the allotment

on

allotment in the Press Budget of Rs. 4,500/- under overtime ~~which~~ will no longer be necessary ~~may~~ be fully utilised to meet the additional cost without any extra expenditure to Government on this account.

I have the honour to be,

S i r,

Your most obedient servant,



Superintendent,

Government Printing.



52

Office of the Superintendent,
Government Printing in Mysore,
Bangalore, Dated 1st May 1920.

O R D E R.

I The Press will work from 1st May 1920 from 8 A.M. to 5-30 P.M. with an interval of $1\frac{1}{2}$ hours between 12 noon and 1-30 P.M. for the midday meal. All piece work employees and such of the permanent staff as are ordered to come will attend at those hours.

II A modification in the distribution of work between the Assistant Superintendents will be made as follows:-

Mr. B. Puttaiya.

1. Office Branch.
2. Proof Branch.
3. Despatching Branch.
4. School.
5. Stores.
6. Warehouse.
7. Bindery.
8. Type founding and stereotyping.

Mr. B. Srinivasa Iyengar.

1. All Composing Branches.
2. Machine Room.
3. Monotype Section.

III As soon as a work is received in the Press for which a proof is required to be sent to the Department, the office - Branch will invariably write to the department concerned ~~acknowledging~~ acknowledging the receipt of the work and intimating the work docket number given to it with a request that in all correspondence and enquiries in respect of it, that number should be - quoted. The department may also be informed to send to the Press an official competent to pass the matter for print, in order that the points to be remembered in preparing the matter for the Press and passing of proofs may be explained to him. A set of instructions for preparing matter for the Press and for correcting proofs should be sent to each office with the first proof. A printed form embodying this information may be used for the purpose.

 IV Each subscriber to the Mysore Gazette should be given a

given a distinctive number and should be requested to quote that number in all his communications to this office.

V Mr. B. Tirimalachar, Probationer, will read all proofs finally to be sent to the Secretariat, and also of proofs of book works before sending them to the various departments.

VI These rules will come in to force on the 1st May 1920.

(Sd) D.B. Ramachandra Mudaliar,

Superintendent,

Government Printing.

for

" C O P Y."

D. B. Ramachandra Mudaliar

Superintendent,

Government Printing.

54

Office of the Superintendent,
Government Printing in Mysore,
Bangalore, Dated 30th April 1920.

O R D E R

All clerks and accountants will pass clerkship examinations and all the Examiners and Proof Readers will pass Proof Examinations all others will be exempted from passing the clerkship examinations.

Discipline.

The attendance of the permanent establishment will be checked daily by Mr. B. Puttaiya, Assistant Superintendent and submitted to Superintendent.

The attendance register of the piece-work employees will be checked by the Head Clerk who should obtain orders in regard to absents^u without leave etc., in a book to be opened for the ~~purpose~~ purpose. The Gate-Keeper need not do this work.

Cash and Accounts.

A ledger or classified abstract of cash transactions should be opened and submitted daily to the Assistant Superintendent. An order book for contingent expenditure should be op^ened. The practice of obtaining sanction on slips of paper should be discontinued.

Routine and Registers.

Head Clerk Mr. C. Lakshmana Sastry who is on special work in the Stationery Depot will collect forms etcz, for the preparation of the Stationery Manual Vol. III which is to be immediately ~~prepared~~ prepared under orders of the Dewan Saheb.

The Gazette clerk will write up the " From " register of the Gazette section from July 1919 and submit the same for inspection.

On

inspection. The Publication Register should also be written up and submitted.

Monthly list of arrears of correspondence one for the Secretariat and the other for the other Departments should be prepared and submitted for inspection regularly by the 10th of every month. References in the "From" and "To" registers should be marked in order to facilitate the preparation of these lists.

Records.

The Record-keeper should examine the "From and "To" registers once a week and see that all disposed of papers (file papers) are sent to him as required in the Office Manual. He should sort out the papers so received by him and keep them in the respective files to avoid confusion. Any breach on his part of these rules will be severely noticed.

Each section of the Office Branch will sort out and arrange all the records in its custody and keep the papers properly filed.

Inspection.

A minute book should be opened immediately for recording the remarks of the Superintendent during his inspection of the office.

Printing Work and Arrears.

Ramachandra Sastri is appointed specially to collect the slips on the work dockets from each section and paste them in the book specially made for the purpose. Every working branch should tear off the slip pertaining to it as soon^a a work docket is received there and collect all slips in a box and hand them over to the Office Branch. Omission to do this work will entail severe punishment.

The above rules will come into effect from 1st May 1920 and will be rigorously enforced.

(Sd) D.B. Ramachandra Mudaliar,

Superintendent,

Government Printing.

"C O P Y."

Ramachandra
Superintendent,
Government Printing.

No. 2865

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING,

Dated Bangalore, 12th May 1920.

FROM

D. B. RAMACHANDRA MUDALIAR, Esq.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

To

C. S. Balasundaram Iyer, Esq., B. A.,
Chief Secretary to the Government of Mysore,
Bangalore.

SIR,

In continuation of my letter No. 2786 dated the 1st May 1920 reporting upon the suggestion of the Efficiency Audit officer and enclosing copies of my office orders, I have the honour to state that during the past ten days' working of the morning office, I find that it is absolutely necessary to order all the permanent staff to attend office at 8 A.M. instead of a portion as mentioned in my office order No. 1. Each branch is so intimately linked with the other, that there will be serious dislocation of work if all branches do not work at the same time. I have therefore issued orders that the office branch, the proof branch, the despatching branch and the stores should also attend office in the morning at 8 A.M. henceforth.

As regards the granting of increase to their salaries to compensate for the long hours of work, I beg to state that Rs. 11,000/- for getting Government work printed at private Presses and Rs. 4,500/- being overtime allowances that are provided for in the Press Budget may be utilized as no overtime will be necessary and no work need be given to private Presses, consequent on the Press working eight hours a day. And also the maximum pay of the Sub-Assistant Superintendent viz., 250 Rupees per month or Rs. 3,000 per annum will be available from 1st July next as the present incumbent retires. Thus Rs. 18,500 are readi-

57

readily available to give the 33 1/3 per cent increase proposed to be granted to all the fixed establishment and the small balance of Rs. 6,000/- still required may be met from "General Savings".

I beg once more to bring to your kind and favourable consideration the desirability of granting the increased ~~allowance~~ emolument to the permanent staff, from officers downwards, as an encouragement and sufficient inducement for working a eight hours a day in the Press, *instead of six hours during the last 80 years or so.*

I have the honour to be,

S i r ,

Your most obedient servant,

Ram Chandra

Superintendent,

Government Printing.

W. J. B. J.

1084

Immaculate

56 1384 ^{ED}
GOVERNMENT BRANCH PRESS,

Mysore, 29th May 1920.

From

D. B. Ramachandra Mudaliar, Esq.,
Superintendent, Govt: Printing,

M Y S O R E.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Govt: of Mysore,

R A N G A L O R E.

Sir,

In the matter of fixing the hours of attendance of work in the Central Press, Bangalore, I beg to submit that there has been a traditional understanding from the time the Press was established, that the hours of attendance should be from 11 A.M. to 5 P.M. with half an hour's interval for tiffin, making the total working hours to 5½ per day.

Some years back when the Press Manual was about to be compiled it was contemplated to raise the working hours by 2, thereby making it to run from 10 A.M. to 5-30 P.M. with half an hour's interval for tiffin.

The workmen having however seriously complained and even threatened to strike if such an arrangement was brought into effect, the idea had to be given up and the working hours were slightly changed and fixed from 11 A.M. to 5 P.M. with half an hour's interval as before.

The total number of working hours were thus ordinarily 6, but for the purposes of calculating overtime allowances, the time for overtime was made to run from 5 P.M.

Thus

SR

Thus whenever there was overtime, 8 hours' continuous working entitled the workman to an additional half a day's pay based on three extra working hours commencing from 5 P.M.

I may submit that it is doubtless a most advantageous arrangement to work longer hours and realise more output by the available plant. On the other hand if the normal working hours are continued, the plant will have to be increased in order to get more output to keep pace with the increasing demand.

At present, with a view to secure more output or to clear up arrears, overtime work is resorted to whenever necessary by three hours' additional work from 8 A.M. to 11 A.M. in the morning or 5 to 8 P.M. in the evening. Such an arrangement, I find from experience to be not very satisfactory inasmuch as it creates opportunities for one branch of the Press to clandestinely remove the material from the other branch during the absence of the workmen therefrom. It also affords opportunities for the theft of type and other material for want of adequate supervision which does not fully exist during the overtime hours. Apart from this, much unnecessary time is wasted by workmen going home or coming back four times in the day and their anxiety to rest in the office when they come tired and exhausted by walking to and fro. Thus, much satisfactory work could not be extracted from the men, but we have been doing our best to see that the men actually work during the overtime hours and that no unnecessary expenditure is thrown upon Government.

While the question of a satisfactory solution for this was engaging my attention, the proposal of the Efficiency Audit branch that the Press should work for 8 hours was

received and

on

~~received~~ and, was given effect to with effect from 1st May 1920.

The workmen have been complaining very seriously and even threatened to strike as they have been unnecessarily made to move about four times a day from their home to the Office and back and also compelled to work more hours without any corresponding remuneration. I have, however, personally brought home to them that as public servants of Government, it is their duty to obey orders and that if they wanted more remuneration their prayers to that effect would be placed before Government. It is with this view that I had to send a recommendation to Government that the men may be given some slight increase of salaries by 33 1/3 per cent as the overtime working, if calculated under existing rules, would go up to 50 per cent increase.

In this connection, I beg to bring to the notice of Government that the salaries of workmen throughout India have been raised from 75 to 100 per cent even without any addition to working hours and the case of our workmen calls for a similar consideration.

The workmen have continued to respectfully represent that instead of going home and coming back four times a day thereby unnecessarily exhausting themselves they would cheerfully work from 10 A.M. to 6 P.M. continuously without any interval if the overtime is allowed to them for working 8 hours as per standing orders. This request, I submit, seems to deserve favourable consideration and I solicit approval of Government to effect being given to it.

I may add that the overtime allowances, if allowed, are not likely to exceed the present Budget Allotment as Sundays, other holidays and the periods of casual and other leaves will be excluded and only the working staff made eligible for it. The clerical and despatching branches

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branches will continue to attend as heretofore from 11 A.M. to 5-30 P.M.

The present suggestion of granting overtime by extracting three hours' additional work from the men to which they are agreeable seems also to be the most suitable arrangement to give them the much needed relief which the other Governments have already accorded to them without even corresponding additional hours.

I beg to place these views before Government for their most favourable consideration and solicit sanction to fix the working hours from 10 A.M. to 6 P.M. for the entire working branches with effect from the 1st June 1920 and to allow them the grant of overtime allowance. There is a Budget provision of Rs. 4,500/-/- under this head and this sum will, I am confident, meet all present requirements. After a trial of six months, I shall submit a further and more detailed report indicating fully the cost incurred and the outturn and also submit further recommendation for final orders on the subject.

I have the honor to be,

Sir,

Your most obedient servant,


Superintendent,

Government Printing.
ms

1383 EHS
7.6.1920.
D. O. No. 75 11/6/20

GOVERNMENT BRANCH PRESS.

Mysore, 1st June 1920. 62

My dear Sir,

In continuation of my letter No. 1084 dated 29th instant, re. the hours of attendance of the employees at the Central Press, I beg to bring to the notice of Government that I have been daily receiving reports from Mr. Puttaiya that the men are growing fidgetty and that they are approaching him in crowds with a memorial signed by a number of workmen and representing that, while they are prepared to respectfully obey the orders of Government, the necessity of making four trips to and from their houses is a very great strain on their health, and praying that they may be permitted to work for 8 hours at a stretch from 10 A.M. to 6 P.M. with the usual overtime allowance. With a view to meet the serious situation, I have, in anticipation of Government sanction, informed Mr. Puttaiya that the men may be asked to attend from 10 A.M. to 6 P.M. with effect from 1st June 1920. I beg that my action may be approved.

Yours sincerely,

C. S. Balasundaram Iyer

C.S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government,

Camp M Y S O R E.

B.S.

63

G. R. S. VI—G/32]

SUBJECT.....
.....
.....

Diary No. of letter replied to.....1301

Section *SA*
File No. *435*
Serial No.

GENERAL AND REVENUE SECRETARIAT,
(*SA*)
, the 191 .

No. 1964

Date of issue.....*2nd June 1920*

To
*The Superintendent,
Govt Printing*

Signed by *Dr. C. S. Palamuru*
Deputy

Sir,
With reference to correspondence
ending with your letter no *2565* of
the *12th May 1920*, I am directed
to state that Govt do not
approve of the change of the
working hours of the Govt
Press made by you ~~and it is~~
~~not convenient to the~~
~~to come twice and order that~~

over.

~~that~~ The working hours should
be fixed from 10 A.M. to 5 P.M.
as laid down in para 12 of Pt I
of the Press Manual, with half an hour's interval from 1 to 3 P.M.
~~Sufficient recess in the middle~~ for tiffin

2. I am to add that for
work beyond the office hours
overtime allowance as
heretofore should be
continued to be paid.

10 to 6 P.M.

I have etc

W.L.B.

AK, 22-5-20
22 5 1920
Chief Secretary to Govt

List of enclosure

Copies to Compt^y No. 2372 d 3. 6. 1920.
to P & S. Branch - 2373 d 3. 6. 1920.
By _____

Copied by
Examined by

CP. 1275

1385 EAG

7.6.1920

Government Branch Press,

Mysore, dated 3rd June, 1920.

65

CP. 1275
1103
CP. 1275
public
with file
presented to
member
4/6.

From

D. B. Ramachandra Mudaliar, Esq.,

Superintendent,

Government Printing,

Camp, M Y S O R E.

To

C. S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to the Govt: of Mysore,

B A N G A L O R E.

S i r,

T With reference to Government Order No. 1964/E. A. 435-19, dated 2nd June 1920, regarding the hours of attendance of the employees of the Government Press, I beg to state that I have since been receiving memorials forwarded by Mr. Puttaiya, Assistant Superintendent, from the employees of the Press. They have been - - approaching him in crowds and have been representing that they are prepared to work for as many hours as - Government order them to do so, but they pray that in view of the strain and hardships involved and considering the hardness of the present times for eking out livelihood, Government may graciously sanction some additional remuneration to them for the extra hours' work done by them, over and above the legitimate office hours hitherto in force. They represent that the hour of 10 A. M. at which Government orders them to commence work is very inconvenient and that it is practically impossible, for most of them leaving in the distant parts of the City and its extensions and the C. & M. Station to get their food

by

by 9 A.M. at which hour^s they will have to leave their houses to get to the Press by 10 A.M. They also bring to notice that they will have very little time in the day at their disposal for attending to their household wants. They would be glad if Government order that the Press should commence at 11 A.M. as hitherto but they are prepared to work up to 6 P.M. or even 6-30 P.M., if so ordered by Government.

I beg to state that the representations of the employees are reasonable and deserve sympathetic treatment at the hands of Government. The difficulties represented by the men are all real and operate very severely on them. It may be pointed out that the hours of work of the Press have been from 11 A.M. to 5 P.M. for the last seventy or eighty years, ever since the Press was established, and even the half hour extra from 5 to 5-30 P.M. was introduced only 4 or 5 years back, when the Press Manual was compiled. In obedience to orders of Government, the men are prepared to work for longer hours and I beg to suggest that the office hours may be fixed from 11 A.M. to 6 P.M., giving a total of 7 hours of work. If Government consider it necessary, they may order the closing time to be extended to 6-30 P.M. Government would thus have the advantage of getting out of the present available plant, $1\frac{1}{2}$ hours of extra work which is equivalent to 25% extra outturn. I beg to suggest that for this extra work remunerations may be paid to the men calculated on the Overtime Rules for the proportionate extra period worked, viz., a quarter day's pay for the extra $1\frac{1}{2}$ hours worked by them. It may be a small additional remuneration to them, but it will go a great way to win their enthusiasm for doing

✓

additional work without grumbling. It will only be necessary to amend the rules of the Press Manual -- relating to overtime..

I have the honor to be,

S i r,

Your most obedient servant,

Wm. L. L. L.

SUPERINTENDENT.

8 1447

EA 435 No. 3170

7-7
Pleached
under Sub
number
Please place
this in the file

WD 2142-GPB-1,000-9-5-18

68

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,

Dated Bangalore, 17th June 1920.

POLITICAL BRANCH
18 JUN 1920

FROM

D. B. RAMACHANDRA MUDALIAR, Esq.,

SUPERINTENDENT, GOVERNMENT PRESS,

BANGALORE.

TO

C. S. Balasundaram Iyer, Esq., B. A.,

Chief Secretary to the Government of Mysore,

B a n g a l o r e .

SIR,

X
1384

In continuation of my letter No. 1103 dated 3rd June 1920 in respect of the hours of attendance of the employees of the Government Press, I have the honor to state that the men are repeatedly complaining of the great hardship and inconvenience caused to them by the present arrangement of attending the office at 10 A.M. Most of them are living in the remote - outskirts in the extensions of the City and they complain that if they are required to be in the office by 10 A.M. they have to take their food by 9 A.M. and walk distance of 2 or 3 miles. As they have no facilities for rapid transit; I find it extremely difficult to persuade them to conform to the new order of Government fixing the hours of attendance from 10 A.M. to 5 P.M. Although para 12 of Part I of the Press Manual was based on the Madras Government Press Manual for some Branches of the Press, it was never given effect to owing to the difficulty of enforcing them in Bangalore for the above reasons. As a matter of fact, these hours were amended and inserted in Part II of the Manual (vide para 2, Page 43 of the Press Manual) as between 11 A.M. to 5-30 P.M. For overtime purposes, the practice hitherto has been to reckon 8 A.M. to 11 A.M. and 5 P.M. to 8 P.M., though the office worked till 5-30 P.M., thereby implying that the working hours had all along been recognised to

be 11 A.M. to 5 P.M.

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I therefore respectfully beg to submit that these hours be once more be officially recognised, and for purposes of *getting* more output of composing and machine work, these working branches may be ordered to work till 6 P.M. or even 6-30 P.M. for which the men do not grumble. This will result in 25 per cent increased output for which overtime allowances of a -- quarter day's pay may be sanctioned to be paid to all who have necessarily to be present on the premises till then.

This arrangement besides being convenient to the employees will yet result in seven to seven and a half hours of ~~work~~ work each day. I beg that favourable orders may be kindly -- passed early.

I have the honour to be,

S i r,

Your most obedient servant,



Superintendent,

Government Printing.



S.O.
D. No 1385

E. A.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read--

Letter No. 1103 dated the 3rd June 1920 from the Superintendent, Government Printing, representing that it is very inconvenient for the men employed in the Press to attend - - - Office at 10 A.M. as per orders of Government conveyed in the Chief Secretary's letter - - - No. 1964-E.A.G. 435 dated the 2nd June 1920, and recommending that the working hours of the Press may be fixed from 11 A.M. to 6.30 P.M. and that the officials may be paid a quarter day's pay as overtime allowance for the extra work of an hour and half a day, the rule relating to overtime allowances in the Press Manual being suitably amended.

May this be

- S.O.
- i Printed ?
 - ii treated as a standing order ?
 - iii published in the Gazette, English Part ?
 - iv translated ?
 - v placed at the disposal of the press ?
 - vi published in the Gazette, Kannada Part ?

2. Letter No 3170 of the 17th June 1920 from the Superd. G. P. on the same subject

ORDER. No. 2524-5 Dated 19-6-1920.
E.A.G. 435

The recommendations of the Superintendent, Government Printing, are sanctioned with the
and 13
3. Rules 12 of Part I of the Manual of the Mysore Government Press will be amended - - - accordingly as follows:--

" 12. Overtime of employees on the salaried establishment i.e., those who draw monthly salaries will be paid for at the rate of their salaries. The usual working day reckons from 11 A.M. to 5³⁰ P.M. Overtime allowance will be paid for work beyond these hours at the rate of

following modification:—

The Press will work daily from 11 A.M. to 6.30 P.M. and half an hour's interval will be allowed for lunch. ~~The~~ Overtime allowance will be allowed therefore for only one hour and not for an hour and a half as proposed by the Superd.

one day's pay for every 6 hours overtime,
subject however to the following limitations:-

(i) The minimum period of extra work on any one day which will qualify for overtime will be ~~1 1/2~~ ^{one} hour and the excess over it will be calculated only when it runs to ~~multiples of~~ ^{full} hours.

(ii) In the case of work after 8 P.M. and before 6 A.M. ^{proportionate} overtime will be allowed for each full hour worked.

(ii) The maximum overtime allowance for an extra period of three hours' work is Rs.2/- and the minimum one anna.

✓ 13. The entire ^{Subordinate} staff of the Press ^{or} permanent salaries, excluding only the Supt, the Asst and Sub asst Supts and the Chief ^{Printer} shall be eligible for overtime allowance.

Chief Secretary to Government.

Pro

12/6/20

To

The Superintendent, Government Printing.

The Comptroller through the Financial Secretary.

Copy to the P & S. Section.

your consideration is that there must be clear definition of responsibility among your superior staff i.e. Assistant Superintendents and sub-Assistant Superintendent. I would suggest further that Mr. Puttaiya, who is now found to be in charge of ^{the} office branch only, should in addition be placed in charge of definite technical branches as well, so that on the one hand he might keep in touch with technical work and on the other, more detailed supervision by expert staff may be available for every branch of the Press. If I may make a specific suggestion, I would ^{suggest you} place Mr. Puttaiya in charge of ^{the} Warehouse, Bindery, Proof-reading, Type-foundry and stores in addition to the Office Branch, including Despatching Branch. Mr. Srinivasa Iyengar would thus be able to concentrate attention on the composing ^{branch} and machinery room.

These Misses
might interchange
their duties after
a year or so
OK

5. The third suggestion is in regard to providing means for locating at a particular moment the stage which any printing work might stand. The perforated cages provided on the Work pocket Form were evidently meant to enable the different sections of the Press to intimate to the office branch the dates on which each work passed through it. But this is not however being now done. I would suggest that each branch may in future be compelled to send the perforated cage to the office branch without fail and some official there held responsible for pasting the slips in the blank books available in your office for the purpose.

6. In addition, I would suggest that as soon as any work requiring the sending of proofs to a department is received, the same be acknowledged and the Work Docket Number given to the said work intimated to the Department ^{also,} with a request that ⁱⁿ all correspondence and enquiries in respect it may be made with reference to that number. ^{may be quoted} Such arrangement will considerably facilitate correspondence between the Department and the Press and also enable officials deputed by the Departments for enquiry at the Press